

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Select “Ctrl+Click” to follow links below

Contents

Submitting an Offer.....	2
Entering Pricing	8
Bidding Offshore vs. Final Destination.....	14
Reviewing a Pending Offer.....	21
Entering an Offer for Multiple Plants.....	23
Entering Constraints	24
Reviewing a Submitted Offer	33
Changing an Offer after Submitting	34
Withdrawing a Submitted Offer.....	36

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Submitting an Offer: Portal Path: Suppliers → Bid Management → Enter Offers


The screenshot shows the USDA Web-Based Supply Chain Management portal. The top navigation bar includes links for Home, Suppliers, Admin, Reports, and Help. Below this, a sub-navigation bar shows Supplier Self Service, Bid Management, and Maintain Organization. The left sidebar contains a 'Detailed Navigation' menu with 'Enter Offers' highlighted, along with 'Public Procurement Documents' and 'Vendor Response Log'. The main content area is titled 'Enter Offers' and features a 'Find Bid Invitation' search form. The form includes fields for 'Bid Invitation Number', 'Document Name', 'Status' (set to 'Open'), 'Transaction Type', 'Bid Inv Type', and 'Processed Since' (set to 'Last 30 Days'). A 'Start' button is located below the search form. The search results section shows '0 hits' and a table with columns for Transaction Number, Name, Transaction Type, Description, Subtype, R, and Deadline.

Enter Bid Invitation/Solicitation Number in the “Bid Invitation Number” field and click on “Start”

This screenshot shows the same USDA Web-Based Supply Chain Management portal, but with the 'Bid Invitation Number' field in the 'Find Bid Invitation' search form populated with the value '2*3537'. The 'Start' button is also highlighted. The search results section still shows '0 hits' and the same table structure as the previous screenshot.

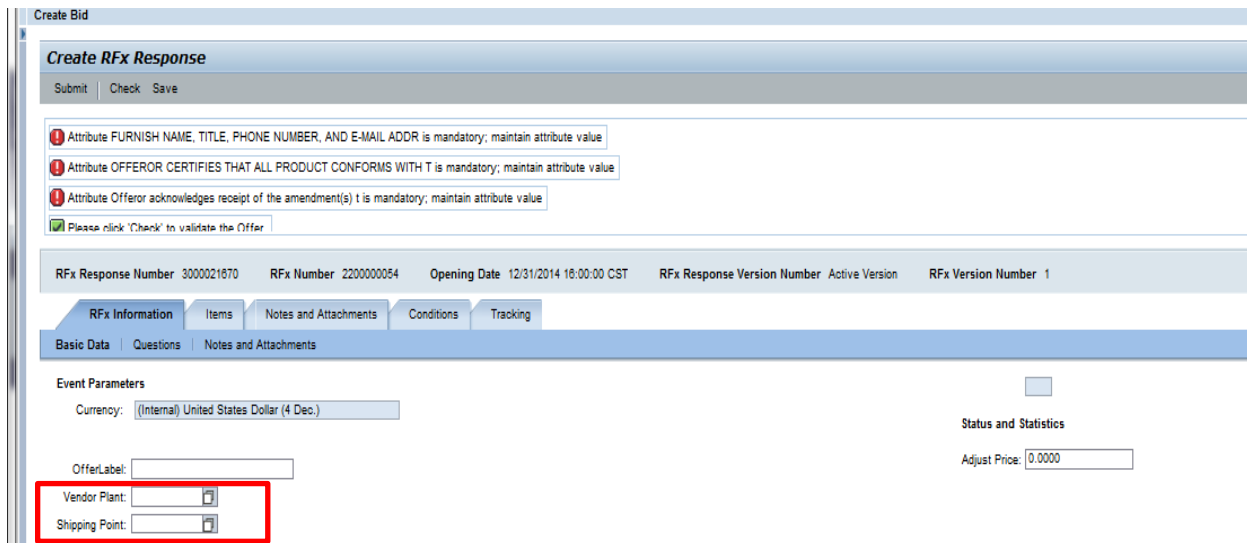
Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

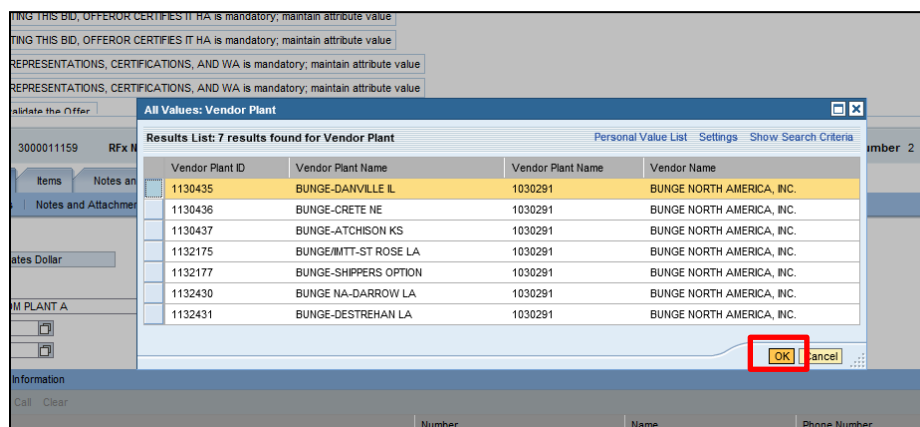
A pop up window displays. Error messages regarding attribute questions and checking offer will also display. The pop up opens the “Basic Data” link under the RFx Information Tab. Enter “**Vendor Plant**” and “**Shipping Point**” either by typing the number or clicking the white box to the right 

Shipping Point ID numbers are 7-digits and start with “12.....”

Vendor Plant ID numbers are 7-digits and start with “11.....”



A list of your approved plants will pop up. Click on the blue box next to the plant you wish to select and click on “OK” to confirm your selection. Repeat the same process for selecting your Shipping Points.



Vendor Plant ID	Vendor Plant Name	Vendor Plant Name	Vendor Name
1130435	BUNGE-DANVILLE IL	1030291	BUNGE NORTH AMERICA, INC.
1130436	BUNGE-CRETE NE	1030291	BUNGE NORTH AMERICA, INC.
1130437	BUNGE-ATCHISON KS	1030291	BUNGE NORTH AMERICA, INC.
1132175	BUNGE/MTT-ST ROSE LA	1030291	BUNGE NORTH AMERICA, INC.
1132177	BUNGE-SHIPPERS OPTION	1030291	BUNGE NORTH AMERICA, INC.
1132430	BUNGE NA-DARROW LA	1030291	BUNGE NORTH AMERICA, INC.
1132431	BUNGE-DESTREHAN LA	1030291	BUNGE NORTH AMERICA, INC.


Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Click on the Questions link under the RFx Information tab

The screenshot shows the 'RFx Information' tab selected. Below it, the 'Questions' link is highlighted with a red box. The 'Basic Data' tab is also visible. The 'Event Parameters' section includes fields for 'Currency' (set to '(Internal) United States Dollar (4 Dec.)'), 'OfferLabel', 'Vendor Plant' (1100951), and 'Shipping Point' (1200029). The 'Status and Statistics' section shows 'Adjust Price' set to 0.0000. The 'Partners and Delivery Information' section is expanded, showing a table with columns for Function, Number, Name, and Phone. The table lists 'Goods Recipient' and 'Ship-To Address' as 'multiple'.

Function	Number	Name	Phone
• Goods Recipient		multiple	multiple
• Ship-To Address		multiple	multiple

Click  (the **right arrow**) on the horizontal scrollbar to scroll to the right to see all the questions

The screenshot shows the 'Questions' tab selected. The 'Question' section contains a list of questions. The right arrow on the horizontal scrollbar is highlighted with a red box.

Question

OFFEROR CERTIFIES THAT THE OFFER IS MADE SUBJECT TO THE MASTER SOLICITATION, THE APPLICABLE SUPPLEMENT

TIMELY PERFORMANCE: OFFEROR AND ANY SUBCONTRACTOR HAVE COMPLETED REQUIRED P

OFFEROR REQUESTS HUBZONE SMALL BUSINESS PRICE EVALUATION PREFERENCE. APPLIES ONLY TO FIRMS CERTIFIED IN THE SMALL BUSINESS ADMINISTRATION'S HUBZONE PROGRAM (FAR SUBPART 19.13). MUST BE THE MANUFACT

OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH THE (APPLICABLE SPECIFICATION) AND NO CHANGES TO THE PRODUCTION PROCESS OR TECHNICAL PROPOSAL HAVE OCCURRED V

FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDRESS OF PERSON SUBMITTING THIS BID (MUST BE AN OFFICER OF THE COMPANY OR A PERSON AUTHORIZED TO EX

OFFEROR ACKNOWLEDGES RECEIPT OF THE AMENDMENT(S) TO THE SOLICITATIO

IS THE OFFEROR AN ENTITY THAT HAS FILED ARTICLES OF INCORPORATION IN ONE OF THE FIFTY STATES, THE DISTRICT OF COLUMBIA, OR THE VARIOUS TERRITORIES OF THE UNITED STATES? YOU MUST ANSWER

HAS THE OFFEROR BEEN CONVICTED OF A FELONY CRIMINAL VIOLATION UNDER FEDER

HAS THE OFFEROR HAD ANY OFFICER OR AGENT OF OFFEROR CONVICTED OF A FELONY CRIMINAL VIOLATION FOR ACTIONS TAKEN ON BEHALF OF OFFEROR UNDER FEDER

DOES THE OFFEROR HAVE ANY UNPAID FEDERAL TAX LIABILITY ASSESSED, WHICH ALL JUDICIAL AND ADMINISTRATIVE REMEDIES HAVE BEEN EXHAUSTED/LAPSED, THAT IS NOT BEING PAID IN A TIMELY MANNER PURSUANT TO

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Answer all required attributes questions (if applicable).

Attribute 2A) ANNUAL REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value

Attribute 2A) ANNUAL REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value

Please click 'Check' to validate the Offer

RFX Response Number: 3000011159 RFX Number: 2000006955 Opening Date: 04/24/2014 08:30:00 CST RFX Response Version Number: Active Version RFX Version Number: 2

RFX Information Items Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

1) BY SUBMITTING THIS BID, OFFEROR CERTIFIES IT HAS READ AND DOES AGREE TO THE TERMS LISTED IN THE TENDERING TEXT OF THE SOLICITATION. ☒ Yes ☐ No

TIFICATIONS, AND WARRANTIES (APPENDIX 1) SUBMITTED TO THE CONTRACTING OFFICER ARE CURRENT, ACCURATE, AND COMPLETE. SUBMITTED TO CONTRACTING OFFICER (MM/DD/YYYY): 1/19/2014

2B) IF APPENDIX HAS BEEN AMENDED, ENTER DATE AMENDED OR N/A:

3) OFFEROR CERTIFIES THAT THE SF-129 ON FILE WITH THE CONTRACTING OFFICER IS ACCURATE AND PART OF THIS OFFER:

4) ALL PRODUCT REQUIRED UNDER EXISTING USDA CONTRACT(S) OR SUBCONTRACT(S) WITH A NOT LATER THAN DATE PRIOR TO THIS BID OPENING HAS BEEN SHIPPED/DELIVERED:

ICAL REQUIREMENTS SCHEDULE AND NO CHANGES TO THE PRODUCTION PROCESS OR TECHNICAL PROPOSAL HAVE OCCURRED WITHOUT PROPER APPROVAL BY THE CONTRACTING OFFICER:

6) SHOW NAME, TITLE, FAX NUMBER, AND PHONE NUMBER OF PERSON SUBMITTING THIS BID (MUST BE AN AUTHORIZED COMPANY REPRESENTATIVE):

Uploading Documents to an Offer (if required by the solicitation):

To upload documents, under the RX Information tab, click on “Notes and Attachments”

Attribute OFFEROR ACKNOWLEDGES RECEIPT OF THE AMENDMENT(S) T is mandatory; maintain attribute value

Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value

Attribute OFFEROR CERTIFIES THAT THE OFFER IS MADE SUBJECT T is mandatory; maintain attribute value

RFX Response Number: 3000022249 RFX Number: 2100000266 Opening Date: 06/20/2014 13:00:00 CST RFX Response Version Number: Active Version RFX Version Number: 2

RFX Information Items Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

Notes

Category	Description
Conditions of Participation	-Empty-
Tendering text - Header	COOKED BEEF AND COOKED PORK, SOLICITATION NO.: (insert ...
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Certificate Questions	-Empty-
Amendment text	-Empty-

Attachments

Category	Description	File Name	Version
Standard Attachment	AMS Master Solicitation April 2013	AMS Master Solicitation-April 2013.pdf	1
Standard Attachment	Supplement 404 June 2012	Supplement 404 June 2012.pdf	1
Standard Attachment	Supplement 404 Amendment No 1 August 2012	Supplement 404 Amendment 1 August 2012.pdf	1
Standard Attachment	Supplement 404 Amendment No 2 April 2013	Supplement 404 Amendment 2 April 2013.pdf	1
Standard Attachment	Supplement 404 Amendment No 3 May 2013	Supplement 404 Amendment 3 May 2013.pdf	1

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Scroll down to Attachments and click on “Add Attachments”

The screenshot shows the 'RFX Response' interface. At the top, it displays 'RFX Response Number 3000022411', 'RFX Number 2100000266', 'Opening Date 07/09/2014 13:00:00 CST', and 'RFX Response Version Number Active Version'. Below this are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Conditions', and 'Tracking'. The 'Notes and Attachments' tab is active, showing sub-tabs for 'Basic Data', 'Questions', and 'Notes and Attachments'. The 'Notes' section is expanded, showing a table with columns 'Category' and 'Description'. Below this, the 'Attachments' section is expanded, showing a table with columns 'Category', 'Description', and 'File Name'. The 'Add Attachment' button is highlighted with a red box.

Category	Description	File Name
Standard Attachment	AMS Master Solicitation April 2013	AMS Master Solicitation-April 2013.pdf
Standard Attachment	Supplement 404 June 2012	Supplement 404 June 2012.pdf
Standard Attachment	Supplement 404 Amendment No 1 August 2012	Supplement 404 Amendment 1 August 2012.pdf
Standard Attachment	Supplement 404 Amendment No 2 April 2013	Supplement 404 Amendment 2 April 2013.pdf

A pop up will be displayed. Click on “Browse”

The screenshot shows the 'Add Attachment' pop-up dialog box. It has a title bar with 'Add Attachment' and standard window controls. The main text says 'Here, you can upload a file and attach it to the header'. Below this are two input fields: 'File:' and 'Description:'. The 'Browse...' button next to the 'File:' field is highlighted with a red box. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

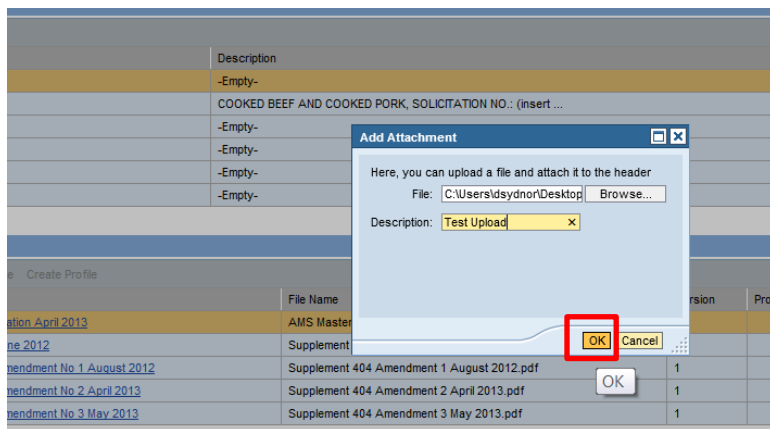
Select the file to be attached and click on “Open”

The screenshot shows a file explorer window. The left pane shows the 'Computer' section with 'Local Disk (C:)', 'Deputy Administrators Office (\\SI)', 'Div Shared (\\SPYDCSH) (K:)', and 'Ipsdfs (\\ams.usda.gov) (M:)'. The right pane shows a file named 'TESTING UPLOADING A DOCUMENT FOR A VENDOR' with a Microsoft Word icon. The file name is entered in the 'File name' field at the bottom. The 'All Files (*.*)' file type is selected in the dropdown. The 'Open' button is highlighted with a red box.

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Label the document to be attached in the “Description” field then click on “OK”



Confirm that document(s) appears at the top of the attachment screen. Attaching PDF files is recommended. Multiple documents can be attached using the same process

Attachments			
Add Attachment Edit Description Versioning Delete Create Profile			
Category	Description	File Name	Version
Standard Attachment	TEST UPLOAD	TESTING UPLOADING A DOCUMENT FOR A VENDOR.docx	1
Standard Attachment	AMS Master Solicitation April 2013	AMS Master Solicitation-April 2013.pdf	1
Standard Attachment	Supplement 404 June 2012	Supplement 404 June 2012.pdf	1

Entering Pricing

To enter commodity line item pricing for the bid response (offer), click the on the “Items” tab

Create Bid

Create RFX Response

Submit Check Save

Attribute 1) BY SUBMITTING THIS BID, OFFEROR CERTIFIES IT HA is mandatory; maintain attribute value

Attribute 1) BY SUBMITTING THIS BID, OFFEROR CERTIFIES IT HA is mandatory; maintain attribute value

Attribute 2A) ANNUAL REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value

Attribute 2A) ANNUAL REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value

Please click 'Check' to validate the Offer

RFX Response Number 3000011159 RFX Number 2000006955 Opening Date 04/24/2014 08:30:00 CST RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

Reply

1) BY SUBMITTING THIS BID, OFFEROR CERTIFIES IT HAS READ AND DOES AGREE TO THE TERMS LISTED IN THE TENDERING TEXT OF THE SOLICITATION.: * ☐ Yes ☐ No

TIFICATIONS, AND WARRANTIES (APPENDIX 1) SUBMITTED TO THE CONTRACTING OFFICER ARE CURRENT, ACCURATE, AND COMPLETE. SUBMITTED TO CONTRACTING OFFICER (MM/DD/YYYY): *

2B) IF APPENDIX HAS BEEN AMENDED, ENTER DATE AMENDED OR N/A.: *

3) OFFEROR CERTIFIES THAT THE SF-129 ON FILE WITH THE CONTRACTING OFFICER IS ACCURATE AND PART OF THIS OFFER.: *

4) ALL PRODUCT REQUIRED UNDER EXISTING USDA CONTRACT(S) OR SUBCONTRACT(S) WITH A NOT LATER THAN DATE PRIOR TO THIS BID OPENING HAS BEEN SHIPPED/DELIVERED.: *

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Click on the “Expand All” link to show all line items

The screenshot shows the 'e Rfx Response' interface. At the top, there are fields for 'Response Number', 'Rfx Number', 'Opening Date', 'Rfx Response Version Number', and 'Rfx Version Number'. Below these are tabs for 'Rfx Information', 'Items', 'Notes and Attachments', 'Conditions', and 'Tracking'. The 'Items' tab is active, showing a table with columns: Line Number, Description, Lot, Product ID, Required Quantity, Unit, Price, Currency, Price Per, Delivery Date, Total Value, Rfx / Response, and Rfx / Rel. The table contains three rows of items: BEEF, GROUND; CEREAL, FORTIFIED; and CHEESE, NATURAL AMER. The 'Expand All' link is highlighted with a red box.

To personalize the item view screen, click on the “Settings” link

The screenshot shows the 'Tracking' screen. At the top, there are links for 'Filter', 'Expand All', 'Collapse All', 'Hide Outlines', and 'Settings'. The 'Settings' link is highlighted with a red box. Below the links is a table with columns: Lot, Product ID, Required Quantity, Unit, Price, Currency, Price Per, Delivery Date, Total Value, Rfx / Response, and Rfx / Response. The table contains several rows of data.

Under “Advance Settings” tab, change the Number of Visible Rows to “-1” and click “OK”

NOTE: It is recommended to improve performance on large solicitations that one display 20 rows (enter 20 in the number of visible row field. One will just scroll down the rows when entering offer prices after the first 20 rows.

The screenshot shows the 'Settings' dialog box. It has two tabs: 'Basic Settings' and 'Advanced Settings'. The 'Advanced Settings' tab is active. It contains two input fields: 'Number of Visible Rows' and 'Number of Blank Lines'. Both fields are set to '-1'. The 'OK' button is highlighted with a red box.

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

When “Expand All” is selected - all rows will display. To navigate, use the scroll bar on the right to scroll up or down the line items

https://wbscmdevweb1.usda.gov/?NavigationTarget=navurl%3A%2F%2Fd520bde4f3631d70292fc5c04b0271b - Windows Internet Explorer

Create Bid

Submit Check Save

Please click 'Check' to validate the Offer.

RFX Response Number: 3000011159 RFX Number: 2000006955 Opening Date: 04/24/2014 08:30:00 CST RFX Response Version Number: Active Version RFX Version Number: 2

RFX Information Items Notes and Attachments Conditions Tracking

Item Overview

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	BEEF, GROUND			0.000	0.00	USD				0.00	0/0	0/0	10
0001.01	BEEF 100% PATTY FRZ CTN-40 LB			0.000	0.00	USD				0.00	0/0	0/0	20
0001.01.01	OFFSHORE: HONOLULU HI			0.000	0.00	USD				0.00	0/0	0/0	30
0001.01.01.01	BEEF 100% PATTY FRZ CTN-40 LB		130161	190,000.000	LB	0.00	USD	1	On 04/30/2014	0.00	0/0	0/0	40
0001.01.01.02	BEEF 100% PATTY FRZ CTN-40 LB		130161	76,000.000	LB	0.00	USD	1	On 05/31/2014	0.00	0/0	0/0	50
0001.01.01.03	BEEF 100% PATTY FRZ CTN-40 LB		130161	76,000.000	LB	0.00	USD	1	On 06/15/2014	0.00	0/0	0/0	60
0001.01.01.04	BEEF 100% PATTY FRZ CTN-40 LB		130161	76,000.000	LB	0.00	USD	1	On 07/31/2014	0.00	0/0	0/0	70
0001.01.01.05	BEEF 100% PATTY FRZ CTN-40 LB		130161	58,000.000	LB	0.00	USD	1	On 08/30/2014	0.00	0/0	0/0	80
0001.01.01.06	BEEF 100% PATTY FRZ CTN-40 LB		130161	62,000.000	LB	0.00	USD	1	On 09/30/2014	0.00	0/0	0/0	90
0001.01.01.07	BEEF 100% PATTY FRZ CTN-40 LB		130161	132,000.000	LB	0.00	USD	1	On 10/31/2014	0.00	0/0	0/0	100
0001.01.01.08	BEEF 100% PATTY FRZ CTN-40 LB		130161	172,000.000	LB	0.00	USD	1	On 11/15/2014	0.00	0/0	0/0	110
0001.01.01.09	BEEF 100% PATTY FRZ CTN-40 LB		130161	36,000.000	LB	0.00	USD	1	On 11/30/2014	0.00	0/0	0/0	120
0001.01.01.10	BEEF 100% PATTY FRZ CTN-40 LB		130161	76,000.000	LB	0.00	USD	1	On 01/15/2015	0.00	0/0	0/0	130
0001.01.02	OFFSHORE: LHUE HI			0.000	0.00	USD				0.00	0/0	0/0	140
0001.01.02.01	BEEF 100% PATTY FRZ CTN-40 LB		130161	76,000.000	LB	0.00	USD	1	On 04/30/2014	0.00	0/0	0/0	150

Clicking on “Settings” and then clicking on the “Basic Settings” tab allows you to change the order of the columns in the Response Screen. In the below example we are moving the Internal Item Number to the beginning by highlighting the column and clicking the up arrow key. When the column is in the desired location click “OK”. To remove columns from the view, highlight the column that you do not want to display and click on the remove button

Delete Calculate Value

Filter Expand All Collapse All Hide Outlines

Settings

Basic Settings Advanced Settings

Options

Hide Table "Item Overview"

Access key activated: ☐

Sort Column

Available Column

Column

Displayed Column

Internal Item Number

Description

Lot

Product ID

Required Quantity

Unit

Price

Currency

Remove

Up Down

Reset

Advanced Options

Reset User Settings for Running Application

OK Cancel

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Notice that the Internal Item Number has been moved to the second Column

Line Number	Internal Item Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency
0001	10	BEEF, GROUND			0.000		0.0000	USDN
0001.01	20	BEEF COARSE GROUND FRZ CTN-60 LB			0.000		0.0000	USDN
0001.01.01	30	LOS ANGELES CA-Subject to 8a offers			0.000		0.0000	USDN
0001.01.01.01	40	BEEF COARSE GROUND FRZ CTN-60 LB		100154	84,000.000	LB	2.5000	USDN

For instructions on “How to Bid to Port” see page 14

Enter prices in the “Price” column, if the “Currency Column” shows USDN, prices can be entered up to 4 decimal places to the right of the decimal point. If the “Currency Column” shows USD, prices can be entered up to 2 decimal places to the right of the decimal point. DO NOT enter anything in the “Price Per” field!

Continue entering prices on all pages until all desired prices are entered

Line Number	Internal Item Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Res
0001	10	BEEF, GROUND			0.000		0.0000	USDN			0.0000	0/0
0001.01	20	BEEF COARSE GROUND FRZ CTN-60 LB			0.000		0.0000	USDN			0.0000	0/0
0001.01.01	30	LOS ANGELES CA-Subject to 8a offers			0.000		0.0000	USDN			0.0000	0/0
0001.01.01.01	40	BEEF COARSE GROUND FRZ CTN-60 LB		100154	84,000.000	LB	2.5000	USDN	1	On 09/15/2014	210,000.0000	0/0
0001.01.01.02	50	BEEF COARSE GROUND FRZ CTN-60 LB		100154	84,000.000	LB	1.5000	USDN	1	On 11/15/2014	126,000.0000	0/0
0001.01.01.03	60	BEEF COARSE GROUND FRZ CTN-60 LB		100154	294,000.000	LB	1.7000	USDN	1	On 09/15/2014	499,800.0000	0/0
0001.01.01.04	70	BEEF COARSE GROUND FRZ CTN-60 LB		100154	210,000.000	LB	1.5600	USDN	1	On 10/15/2014	327,600.0000	0/0
0001.01.01.05	80	BEEF COARSE GROUND FRZ CTN-60 LB		100154	168,000.000	LB	1.8800	USDN	1	On 11/15/2014	315,840.0000	0/0
0001.01.02	90	VERNON CA			0.000		0.0000	USDN			0.0000	0/0
0001.01.02.01	100	BEEF COARSE GROUND FRZ CTN-60 LB		100154	252,000.000	LB	1.2200	USDN	1	On 12/15/2014	307,440.0000	0/0
0001.01.03	110	ADA MI			0.000		0.0000	USDN			0.0000	0/0
0001.01.03.01	120	BEEF COARSE GROUND FRZ CTN-60 LB		100154	42,000.000	LB	0.0000	USDN	1	On 09/15/2014	0.0000	0/0
0001.01.04	130	CINCINNATI OH			0.000		0.0000	USDN			0.0000	0/0
0001.01.04.01	140	BEEF COARSE GROUND FRZ CTN-60 LB		100154	210,000.000	LB	0.0000	USDN	1	On 09/15/2014	0.0000	0/0

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Clicking on “Save” will save all entered information

Note: On larger solicitations it is recommended to periodically click “Save”. “Save” can also be used to save work and complete at a later time

Create Bid - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Create Bid

History Back Forward

Create RFX Response

Submit Check **Save**

RFX Response Number 3000022233 RFX Number 2100000266 Opening Date 06/20/2014 14:00:00 EST RFX Response Version Number Active Version RFX Version Number 1

RFX Information Items Notes and Attachments Conditions Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value Filter Expand All

Line Number	Internal Item Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Res
10		BEEF, GROUND			0.000		0.0000	USDN			0.0000	0/0
20		BEEF COARSE GROUND FRZ CTN-60 LB			0.000		0.0000	USDN			0.0000	0/0
30		LOS ANGELES CA-Subject to 8a offers			0.000		0.0000	USDN			0.0000	0/0
40		BEEF COARSE GROUND FRZ CTN-60 LB		100154	84,000.000	LB	2.5000	USDN	1	On 09/15/2014	210,000.0000	0/0
50		BEEF COARSE GROUND FRZ CTN-60 LB		100154	84,000.000	LB	1.5000	USDN	1	On 11/15/2014	126,000.0000	0/0
60		BEEF COARSE GROUND FRZ CTN-60 LB		100154	294,000.000	LB	1.7000	USDN	1	On 09/15/2014	499,800.0000	0/0
70		BEEF COARSE GROUND FRZ CTN-60 LB		100154	210,000.000	LB	1.5600	USDN	1	On 10/15/2014	327,600.0000	0/0
80		BEEF COARSE GROUND FRZ CTN-60 LB		100154	168,000.000	LB	1.8800	USDN	1	On 11/15/2014	315,840.0000	0/0
90		VERNON CA			0.000		0.0000	USDN			0.0000	0/0

A message will display that the response has been saved.

Note: Clicking “Save” also changes the page into “Display” mode. To continue entering prices click on “Edit”

Create Bid - SAP NetWeaver Portal - Microsoft Internet Explorer provided by USDA - AMS

Create Bid

History

Display RFX Response:

Edit Print Preview Check

Response 3000022413 saved

RFX Response Number 3000022413 RFX Number 2100000266 Opening Date 07/09/2014 13:00:00 CST RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items Notes and Attachments Conditions Tracking

Add Subline Copy Paste Delete Calculate Value Filter Expand All Collapse All

Description	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response
BEEF, GROUND		0.000		0.00				0.00	0/0	0/0
BEEF COARSE GROUND FRZ CTN-60 LB		0.000		0.00				0.00	0/0	0/0
LOS ANGELES CA-Subject to 8a offers		0.000		0.00				0.00	0/0	0/0
BEEF COARSE GROUND FRZ CTN-60 LB	100154	84,000.000	LB	2.5500	USDN	1	On 09/15/2014	214,200.0000	0/0	0/0
BEEF COARSE GROUND FRZ CTN-60 LB	100154	84,000.000	LB	3.5500	USDN	1	On 11/15/2014	298,200.0000	0/0	0/0
BEEF COARSE GROUND FRZ CTN-60 LB	100154	294,000.000	LB	4.0000	USDN	1	On 09/15/2014	1,176,000.0000	0/0	0/0
BEEF COARSE GROUND FRZ CTN-60 LB	100154	210,000.000	LB	2.3300	USDN	1	On 10/15/2014	489,300.0000	0/0	0/0
BEEF COARSE GROUND FRZ CTN-60 LB	100154	168,000.000	LB	3.3300	USDN	1	On 11/15/2014	559,440.0000	0/0	0/0

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Clicking “Print Preview” will display a PDF document of answered attribute questions and offer prices entered. Reviewing the PDF document is recommended before submitting an offer

Note: “Print Preview” is only available in display mode

Open the PDF file and review the offer for accuracy before submitting

Item ID	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price
0002.01.03	680 LOT: 462426587 EL PASO TX / GRAND PRA...			0.000	0.00			0.00
0002.01.03.01	690 PORK HAM WATERAD FRZ PKG 4/10 LB	100184		12,000.000	LB	1.7700	USDN	21,240.0000
0002.01.03.02	700 PORK HAM WATERAD FRZ PKG 4/10 LB	100184		8,800.000	LB	1.8800	USDN	16,544.0000
0002.01.03.03	710 PORK HAM WATERAD FRZ PKG 4/10 LB	100184		19,200.000	LB	1.9900	USDN	38,208.0000
0002.02	720 PORK HAM WTRADCBEDFRZ PKG-4/10 OR 8/5 LB			0.000	0.00			0.00
0002.02.01	730 LOT: 52415414 BATESVILLE MS / COOKEVL...			0.000	0.00			0.00
0002.02.01.01	740 PORK HAM WTRADCBEDFRZ PKG-4/10 OR 8/5 LB	100184		26,000.000	LB	2.2100	USDN	57,460.0000

Item ID	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price
10	BEEF, GROUND							
20	BEEF COARSE GROUND FRZ CTN-60 LB							
30	LOS ANGELES CA-Subject to 8a offers							
40	100154 BEEF COARSE GROUND FRZ CTN-60 LB	09/01/2014-09/15/2014	90011	84,000	LB	2.5500	USDN/1 LB	
50	100154 BEEF COARSE GROUND FRZ CTN-60 LB	11/01/2014-11/15/2014	90011	84,000	LB	3.5500	USDN/1 LB	
60	100154 BEEF COARSE GROUND FRZ CTN-60 LB	09/01/2014-09/15/2014	90023	294,000	LB	4.0000	USDN/1 LB	
70	100154 BEEF COARSE GROUND FRZ CTN-60 LB	10/01/2014-10/15/2014	90023	210,000	LB	2.3300	USDN/1 LB	
80	100154 BEEF COARSE GROUND FRZ CTN-60 LB	11/01/2014-11/15/2014	90023	168,000	LB	3.3300	USDN/1 LB	
90	VERNON CA							
100	100154 BEEF COARSE GROUND FRZ CTN-60 LB	12/01/2014-12/15/2014	90058	252,000	LB	2.0000	USDN/1 LB	
110	ADA MI							
120	100154 BEEF COARSE GROUND FRZ CTN-60 LB	09/01/2014-09/15/2014	49301	42,000	LB	3.3300	USDN/1 LB	
130	CINCINNATI OH							
140	100154 BEEF COARSE GROUND FRZ CTN-60 LB	09/01/2014-09/15/2014	45241	210,000	LB	3.1300	USDN/1 LB	
150	HARRISON OH-Subject to 8a Offers							
160	100154 BEEF COARSE GROUND FRZ CTN-60 LB	09/01/2014-09/15/2014	45030	126,000	LB	3.1500	USDN/1 LB	

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Bidding Offshore vs. Final Destination:

If prices are entered on the screen below in the “Price” column this indicates to USDA that the product will be delivered to the final destination by the vendor

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

Edit RFX Response:

Submit | Check | Save

RFX Response Number 3000022413 RFX Number 2100000266 Opening Date 07/09/2014 13:00:00 CST RFX Response Version Number Active Version RFX Version Number 2

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

▼ Item Overview

Line Number	Internal Item Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response
0001	10	BEEF, GROUND			0.000		0.00				0.00	0/0
0001.01	20	BEEF COARSE GROUND FRZ CTN-60 LB			0.000		0.00				0.00	0/0
0001.01.01	30	LOS ANGELES CA-Subject to 8a offers			0.000		0.00				0.00	0/0
0001.01.01.01	40	BEEF COARSE GROUND FRZ CTN-60 LB		100154	84,000.000	LB		USDN	1	On 09/15/2014	214,200.0000	0/0
0001.01.01.02	50	BEEF COARSE GROUND FRZ CTN-60 LB		100154	84,000.000	LB		USDN	1	On 11/15/2014	298,200.0000	0/0
0001.01.01.03	60	BEEF COARSE GROUND FRZ CTN-60 LB		100154	294,000.000	LB		USDN	1	On 09/15/2014	1,176,000.0000	0/0
0001.01.01.04	70	BEEF COARSE GROUND FRZ CTN-60 LB		100154	210,000.000	LB		USDN	1	On 10/15/2014	489,300.0000	0/0
0001.01.01.05	80	BEEF COARSE GROUND FRZ CTN-60 LB		100154	168,000.000	LB		USDN	1	On 11/15/2014	559,440.0000	0/0
0001.01.02	90	VERNON CA			0.000		0.00				0.00	0/0
0001.01.02.01	100	BEEF COARSE GROUND FRZ CTN-60 LB		100154	252,000.000	LB		USDN	1	On 12/15/2014	504,000.0000	0/0

To bid on an Offshore location, select the line item number hyperlink for the material under the off-shore location

reate Bid

Create RFX Response

Submit | Check | Save

RFX Response Number 3000021671 RFX Number 2200000049 Opening Date 12/31/2014 18:10:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

0003.01.02.01	PORK HAM WATERAD FRZ PKG 4/10 LB	100184	16,000.000	LB	0.0000	USDN	1	On 01/15/2015	0.0000	0/0
0003.01.02.02	PORK HAM WATERAD FRZ PKG 4/10 LB	100184	24,000.000	LB	0.0000	USDN	1	On 01/15/2015	0.0000	0/0

Details for item 0001.02.01.01 BEEF FINE GROUND FRZ CTN-40 LB

Item Data | Questions | Notes and Attachments | **Conditions**

▼ Basic Data

Identification

Configurable Item Number: 0001.02.01.01

Control Key:

Item Type: Material

Product Category: 101030 BEEF, GROUND

Product ID: 100158

Description: BEEF FINE GROUND FRZ CTN-40 LB

Currency: (Internal) United States Dollar (4 Dec.)

Required Quantity: 80,000.000 LB

Submitted Quantity: 80,000.000 LB

Price: 0.0000 USDN Per: 1 LB

Net value: 0.0000

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Scroll down to the Detail screen and click the “Conditions” tab

RFX Response Number 3000022188 RFX Number 2100000257 Opening Date 06/13/2014 13:00:00 CST RFX Response Version Number Active Version

RFX Information Items Notes and Attachments Conditions Tracking

Details for item 0001.01.02.04 CHICKEN THIGHS CHILLED -BULK

Item Data Questions Notes and Attachments Conditions

Basic Data

Identification

Configurable Item Number: 0001.01.02.04

Control Key:

Item Type: Material

Product Category: 301040 CHICKEN, BULK

Product ID: 100114

Description: CHICKEN THIGHS CHILLED -BULK

Item Variant Description: Original Item

Currency: ((Internal)) United States Dollar (4 Dec.)

Required Quantity: 36,000.000 LB

Submitted Quantity: 36,000.000 LB

Price: 0.0000 USDN Per: 1 LB

Net value: 0.0000

Status and Statistics

Go to the Condition type column and click the down arrow

Details for item 0001.02.01.01 BEEF FINE GROUND FRZ CTN-40 LB

Item Data Questions Notes and Attachments Conditions

Conditions

Add Condition Scales Duplicate Remove

Condition Type	Scal...	Amount	Currency	Price Per	Price ...	Vali...	Location
		0.00		0			

Select the applicable condition: Price Contract/Bid (deliver directly to offshore location or Offshore Port Costs Location-Dependent (FAS Vessel)

Details for item 0001.01.02.04 CHICKEN THIGHS CHILLED -BULK

Item Data Questions Notes and Attachments Conditions

Conditions

Add Condition Scales Duplicate Remove

Condition Type	Scal...	Amount	Currency	Price Per	Price ...	Vali...	Location
Price(Contract/Bid)							
Offshore Port Costs Location-Dependent		0.00		0			

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Go to the Location column and click on the white box on the right side of column

0002.01.08.02	EGGS WHOLE FRZ CTN-30 LB	300		100045	19,800.000	LB	0.0000	USDN	
0002.01.09	LOT: 9154752014 BENSON NC / MORGANTO...	470			0.000		0.0000	USDN	
0002.01.09.01	EGGS WHOLE FRZ CTN-30 LB	480		100045	19,800.000	LB	0.0000	USDN	
0002.01.09.02	EGGS WHOLE FRZ CTN-30 LB	490		100045	19,800.000	LB	0.0000	USDN	
0002.01.10	KANSAS CITY MO	500			0.000		0.0000	USDN	
0002.01.10.01	EGGS WHOLE FRZ CTN-30 LB	510		100045	158,400.000	LB	0.0000	USDN	

Total Va

Details for Item 0001.01.02.04 CHICKEN THIGHS CHILLED-BULK

Item Data Questions Notes and Attachments Conditions

Conditions

Add Condition Scales Duplicate Remove

Condition Type	Scales	Amount	Currency	Price Per	Price U...	Vali...	Location	Valid To	Location Name
Offshore Port Costs Location-Dependent		0.0000	(Internal) United Sta...	1	LB	05/12/...		1/9999	

A pop window is displayed. Place an "*" asterisk in the Business Partner Box and click "Start Search". This field can be left blank as well.

All Values: Location Number

Search Criteria

Business Partner: []

Search term 1: []

Search term 2: []

Name 1/last name: []

Name 2/First name: []

Street: []

Postal Code: []

City: []

Country Key: []

Region: []

Logical System: []

Company Code: []

Location: []

Org Management obj.: []

User Attrib. Search: [X] []

☒ Restrict Number of Value List Entries To 500

Start Search Reset

Start Search

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Ports that are available for that particular destination will show at the bottom of the screen. Select the port you wish to ship to. **NOTE:** If a location does not display, contact the Contract Specialist responsible for the solicitation.

Business Partner: [dropdown]
 Search term 1: [text]
 Search term 2: [text]
 Name 1/last name: [text]
 Name 2/First name: [text]
 Street: [text]
 Postal Code: [text]
 City: [text]
 Country Key: [text]
 Region: [text]
 Logical System: [text]
 Company Code: [text]
 Location: [text]
 Org Management obj.: [text]
 User Attrib. Search: [X] [button]
☒ Restrict Number of Value List Entries To 500
 [Start Search] [Reset]
 Results List: 1 results found for Location

Complete name	Street	City	C...	BusinessP...	Logical ...	Lo...	Org Manage...	Compa...
O-LA-Los Angeles, CA			US	O-LA	SI1CLNT...			

 [OK] [Cancel]

Verify the port is displayed in the “Location” column

Item	Lot	Quantity	Unit	Price	Unit Price	Valid To	Location	Location Name
0002.01.08.01	LOT: 1315142014 MORGANTON NC / SILER ...	280		0.000	0.0000	USDN		
0002.01.08.01	EGGS WHOLE FRZ CTN-30 LB	290		19,800.000	0.0000	USDN	1	On 10/31/14
0002.01.08.02	EGGS WHOLE FRZ CTN-30 LB	300		19,800.000	0.0000	USDN	1	On 10/31/14
0002.01.08.03	LOT: 9154752014 BENSON NC / MORGANTO...	470		0.000	0.0000	USDN		
0002.01.09.01	EGGS WHOLE FRZ CTN-30 LB	480		19,800.000	0.0000	USDN	1	On 09/15/14
0002.01.09.02	EGGS WHOLE FRZ CTN-30 LB	490		19,800.000	0.0000	USDN	1	On 09/15/14
0002.01.10.01	KANSAS CITY MO	500		0.000	0.0000	USDN		
0002.01.10.01	EGGS WHOLE FRZ CTN-30 LB	510		158,400.000	0.0000	USDN	1	On 09/15/14
Total Value							0.0000	

Details for item 0001.01.02.04 CHICKEN THIGHS CHILLED -BULK

Condition Type	Scales	Amount	Currency	Price Per	Price U...	Vali...	Location	Valid To	Location Name
Offshore Port Costs Location-Dependent		0.0000 (Internal) United Sta...		1	LB	06/12/20	O-LA	12/31/9999	

Go to the Amount column and enter offer price to that port in the “Amount” column

0002.01.10.01	KANSAS CITY MO	500		0.000	0.0000	USDN		
0002.01.10.01	EGGS WHOLE FRZ CTN-30 LB	510		158,400.000	0.0000	USDN	1	
Total Value								

Details for item 0001.01.02.04 CHICKEN THIGHS CHILLED -BULK

Condition Type	Scales	Amount	Currency	Price Per	Price U...	Vali...	Location	Valid To	Location Name
Offshore Port Costs Location-Dependent		2.2543 (Internal) United Sta...		1	LB	06/12/20	O-LA	12/31/9999	O-LA-Los Angeles, CA

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Proceed to the next off-shore location or scroll back to the top of the page and continue to enter prices delivered to destination location

Note: Items with price conditions entered will show "See Conditions" in the price column

Create bid

Create RFX Response

Submit | Check | Save

☒ Please click 'Check' to validate the Offer.

RFX Response Number 3000022168 RFX Number 2100000257 Opening Date 06/13/2014 13:00:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

▼ Item Overview

Line Number	Description	Internal Item Number	Lot	Product ID	Required Quantity	Unit	Price	Cu
0001	CHICKEN, BULK	10	<input type="checkbox"/>		0.000		0.0000	US
0001.01	CHICKEN THIGHS CHILLED -BULK	20	<input type="checkbox"/>		0.000		0.0000	US
0001.01.01	OFFSHORE: HILO HI	30	<input type="checkbox"/>		0.000		0.0000	US
0001.01.01.01	CHICKEN THIGHS CHILLED -BULK	40	<input type="checkbox"/>	100114	36,000.000	LB	See Conditions	US
0001.01.01.02	CHICKEN THIGHS CHILLED -BULK	310	<input type="checkbox"/>	100114	36,000.000	LB	0.0000	US
0001.01.02	OFFSHORE: HONOLULU HI	50	<input type="checkbox"/>		0.000		0.0000	US
0001.01.02.01	CHICKEN THIGHS CHILLED -BULK	60	<input type="checkbox"/>	100114	36,000.000	LB	0.0000	US
0001.01.02.02	CHICKEN THIGHS CHILLED -BULK	70	<input type="checkbox"/>	100114	36,000.000	LB	0.0000	US
0001.01.02.03	CHICKEN THIGHS CHILLED -BULK	80	<input type="checkbox"/>	100114	108,000.000	LB	0.0000	US
0001.01.02.04	CHICKEN THIGHS CHILLED -BULK	320	<input type="checkbox"/>	100114	36,000.000	LB	See Conditions	US
0001.01.03	CHARI OTTE NC	330	<input type="checkbox"/>		0.000		0.0000	US

The output preview will display the port. In the example below item number 40 will be delivered to the port where item number 60 will be delivered to the final destination

Offer Response Item details:

Item	Material	Description	Comments	Required by	ZipCode	Tgt Qty/UOM	Offer Price
10		FRUIT, CANNED					
20		PEARS DICED CAN-6/10					
30		OFFSHORE: JUNEAU AK					
40	130225	PEARS DICED CAN-6/10		11/01/2011-11/15/2011	99811	912 CS	
		Offshore Port Costs		O-SEA			2.0000 USDN/1 CS
50		OFFSHORE: KING COVE AK					
60	130225	PEARS DICED CAN-6/10		10/01/2011-10/15/2011	99612	912 CS	2.0000 USDN/1 CS

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

To modify an offer prior to the final submission of the vendor response or under an authorized change to a previously submitted offer, click on “Withdraw”

Note: This is not the same as withdrawing an already submitted vendor response

Create Bid

Display RFX Response:

Print Preview **Withdraw**

RFX Response Number 3000022539 RFX Number 2100000187 Opening Date 08/08/2014 07:00:00 EST RFX Response Version Number Active Version RFX Version Number

RFX Information **Items** Notes and Attachments Conditions Tracking

	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response
11	CHICKEN, BULK	<input type="checkbox"/>		0.000		0.00				0.00	0/0
0001.01	CHICKEN THIGHS CHILLED -BULK	<input type="checkbox"/>		0.000		0.00				0.00	0/0
0001.01.01	OFFSHORE: HONOLULU HI	<input type="checkbox"/>		0.000		0.00				0.00	0/0

A message will display “RFX response _____ withdrawn. Click on “Edit” and make any corrections needed.

Create Bid

Display RFX Response:

Edit Print Preview Check

✓ RFX response 3000022539 (AG-PEGG-S-14-0018-P0001) withdrawn

RFX Response Number 3000022539 RFX Number 2100000187 Opening Date 08/08/2014 07:00:00 EST RFX Response Version Number Active Version

RFX Information **Items** Notes and Attachments Conditions Tracking

	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
11	CHICKEN, BULK	<input type="checkbox"/>		0.000		0.00				0.00
0001.01	CHICKEN THIGHS CHILLED -BULK	<input type="checkbox"/>		0.000		0.00				0.00
0001.01.01	OFFSHORE: HONOLULU HI	<input type="checkbox"/>		0.000		0.00				0.00
0001.01.01.01	CHICKEN THIGHS CHILLED -BULK	<input type="checkbox"/>	100114	36,000.000	LB	0.0000	USDN	1	On 11/15/2014	0.0000

After all prices have been entered click on “Check”

Create Bid

Create RFX Response

Submit **Check** Save

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000022551 RFX Number 2100000266 Opening Date 07/31/2014 13:00:00 CST RFX Response Version Number Active Version RFX Version Number 4

RFX Information **Items** Notes and Attachments Conditions Tracking

Item Overview

Line Number	Description	Internal Item Number	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response
0001	BEEF, GROUND	10	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0
0001.01	BEEF COARSE GROUND FRZ CTN-60 LB	20	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0
0001.01.01	LOS ANGELES CA-Subject to 8a offers	30	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0
0001.01.01.01	BEEF COARSE GROUND FRZ CTN-60 LB	40	<input type="checkbox"/>	100154	84,000.000	LB	2.22	USDN	1	On 09/15/2014	0.0000	0/0

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

A message should display stating “RFx response is complete and contains no errors

Create Bid

Create RFx Response

Submit Check Save

✓ RFx response is complete and contains no errors

RFx Response Number 3000022539 RFx Number 2100000187 Opening Date 08/08/2014 07:00:00 EST RFx Response Version Number Active Version

RFx Information Items Notes and Attachments Conditions Tracking

New Add Subline Copy Paste Delete Calculate Value

Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
CHICKEN, BULK	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000

If you do not receive the message stating that the RFx contains no errors, a list of error messages will be displayed at the top of the screen. Make any corrections necessary and if additional assistance is required contact the AMS helpdesk at WBSCMAMSHelpdesk@AMS.USDA.GOV

After confirmation of no errors click on “Submit”

Create Bid

Create RFx Response

Submit Check Save

✓ RFx response is complete and contains no errors

RFx Response Number 3000022539 RFx Number 2100000187 Opening Date 08/08/2014 07:00:00 EST RFx Response Version Number Active Version

RFx Information Items Notes and Attachments Conditions Tracking

New Add Subline Copy Paste Delete Calculate Value

Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
CHICKEN, BULK	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000

READ THE NEXT MESSAGE CAREFULLY!!! “RFx response _____ saved. Submit the vendor response to complete the process.”

Create Bid

Display RFx Response:

Print Preview Withdraw

✓ RFx response 3000022539 saved. Submit the vendor response to complete the process

RFx Response Number 3000022539 RFx Number 2100000187 Opening Date 08/08/2014 07:00:00 EST RFx Response Version N

RFx Information Items Notes and Attachments Conditions Tracking

New Add Subline Copy Paste Delete Calculate Value

Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
CHICKEN, BULK	<input type="checkbox"/>		0.000		0.00				
CHICKEN THIGHS CHILLED -BULK	<input type="checkbox"/>		0.000		0.00				
OFFSHORE: HONOLULU HI	<input type="checkbox"/>		0.000		0.00				
CHICKEN THIGHS CHILLED -BULK	<input type="checkbox"/>	100114	36,000.000	LB	0.0000	USDN	1		0
EGG PRODUCTS	<input type="checkbox"/>		0.000		0.00				

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Note: The “Display Bid” window/tab may now be closed

Go back to the WBSCM “**Vendor Response**” Screen. Click on “Offers”

Enter Offers

Detailed Navigation

- Enter Offers
- Public Procurement Documents
- Vendor Response Log

Portal Favorites

Vendor Response -

Back Refresh

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Central Time (Dallas)

Submission Deadline: 03/28/2013 14:01:00

Response: 1 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View [Standard View] Print Version Export Filter Settings

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000004409-000	New		03/26/2013 10:07:04 CST	BIDDERC0004	00/00/0000 00:00:00 CST	

Row 1 of 1

Offers

Reviewing a Pending Offer: Should any changes need to be made or to review the offer data entered, click on “Offer Number” hyperlink

Offers -

Initial Back Refresh

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Definite D

Submission Deadline: 03/28/2013 14:01:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View [Standard View] Print Version Export Filter Settings

Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000008018		FARMLAND FOODS-WICHITA KS	-DES MOINES IA			Pending

Notice the status is in “Pending” which means the offer has been saved and has not been submitted in WBSCM. If the status is “Created” it means the offer has been created and held.

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

A new window displays, click on “Withdraw” to make any corrections

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

Display RFX Response:

Print Preview **Withdraw**

RFX Response Number 3000022533 RFX Number 2100000266 Opening Date 07/31/2014 14:00:00 EST RFX Response Version Number Active Version RFX Version Number 4

RFX Information Items Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

Status and Statistics

Adjust Price: 0.0000

OfferLabel:

Vendor Plant: 1100785

Shipping Point: 1200214

Partners and Delivery Information

Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Goods Recipient		multiple	multiple
Ship-To Address		multiple	multiple
Location		DOMESTIC STATISTICAL 1000	

A new message will display that the response has been withdrawn. To make changes/corrections click on “Edit”.

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

Display RFX Response:

Edit Print Preview Check Re-Submit

RFx response 3000022533 (AG-LCKD-S-14-0013-P0003) withdrawn

RFX Response Number 3000022533 RFX Number 2100000266 Opening Date 07/31/2014 14:00:00 EST RFX Response Version Number Active Version RFX Version Number 4

RFX Information Items Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

Event Parameters

After changes are made, click on “Submit”

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

Edit RFX Response:

Submit Check Save

Please click 'Check' to validate the Offer.

RFX Response Number 3000022533 RFX Number 2100000266 Opening Date 07/31/2014 14:00:00 EST RFX Response Version Number Active Version RFX Version Number 4

RFX Information **Items** Notes and Attachments Conditions Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Description	Internal Item Number	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date
0001	BEEF, GROUND	10			0.000		0.00			
0001.01	BEEF COARSE GROUND FRZ CTN-60 LB	20			0.000		0.00			
0001.01.01	LOS ANGELES CA-Subject to 8a offers	30			0.000		0.00			
0001.01.01.01	BEEF COARSE GROUND FRZ CTN-60 LB	40		100154	84,000.000	LB	3.9900	USDN	1	On 09/15/2014

Note: Only one offer can be submitted per plant per solicitation however multiple offers can be submitted under one response for different plants

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Entering an Offer for Multiple Plants: To create a new offer for a different plant follow the steps below, otherwise skip to page 24

Click on “Create”

Offers - FARMLAND FOODS, INC.

Invitation: 2000003537 Name: A/G-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 03/28/2013 14:01:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: Standard View Print Version Export Filter Settings

Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000008018		FARMLAND FOODS-WICHITA KS	FARMLAND/DESMOINES CS-DES MOINES IA			Pending

A window displays, follow the same steps as before when selecting your plants and entering prices. (follow steps on Pages 4 through 22)

Create Bid - WBSCM Portal - Microsoft Internet Explorer provided by USDA - AMS

Create RFX Response

Submit Check Save

Attribute FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDR is mandatory; maintain attribute value

Attribute IS THE OFFEROR AN ENTITY THAT HAS FILED ARTICLES O is mandatory; maintain attribute value

Attribute OFFEROR ACKNOWLEDGES RECEIPT OF THE AMENDMENT(S) T is mandatory; maintain attribute value

Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value

Attribute OFFEROR CERTIFIES THAT THE OFFER IS MADE SINCERELY is mandatory; maintain attribute value

RFX Response Number 3000022534 RFX Number 2100000266 Opening Date 07/31/2014 14:00:00 EST RFX Response Version Number Active Version RFX Version Number 4

RFX Information Items Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

Offer Label:

Vendor Plant:

Shipping Point:

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

Function	Number	Name	Phone Number
Goods Recipient		multiple	multiple
Ship-To Address		multiple	multiple
Location		DOMESTIC STATISTICAL 1000	

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

After the offer has been submitted for the second plant, close that window. On the Offers screen, click on “Refresh”

Offers - INN FOODS, INC.

[Initial](#) [Back](#) [Refresh](#)

Invitation

Invitation: 2100000266 Name: AG-LCKD-S-14-0013-P0003 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 07/31/2014 13:00:00 Response Status: New

Offers: 1 hits

[Create](#) [Delete](#) [Copy](#) [Vendor Response Log](#)

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000022533		INN/SMITH FROZEN FOODS-WESTON OR	INN/GARRETTE PACKING-MILTON FREEWATER OR			Pending

[Constraints](#)

Notice that two offers are now submitted in pending status

Offers -

[Initial](#) [Back](#) [Refresh](#)

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 03/28/2013 14:01:00 Response Status: New

Offers: 2 hits

[Create](#) [Delete](#) [Copy](#) [Vendor Response Log](#)

View: [Standard View] Print Version Export Filter Settings

Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000008018		FOODS-WICHITA KS	DES MOINES CS-DES MOINES IA			Pending
3000008028		FOODS-DUBUQUE IA	REFRIGERATION SERVICE			Pending

Entering Constraints: Constraints are the maximum quantity a company is willing to or able to produce/ship within a given delivery period. Do not assume this is the quantity listed on the solicitation; a vendor may enter constraints that are more than or less than the solicitation quantity. Most solicitations allow constraints, however not all do. If constraints are allowed we encourage them to be entered

If no constraints need to be entered skip to page 31

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Note: The offer(s) MUST be in pending status prior to entering constraints

Click on the blue box next to the offer number to select the offer that needs constraints entered and click on “Constraints”

Note: Use the “ctrl” key to select multiple plants in order to create constraints for several plants at once.

Offers -

Initial Back Refresh

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Definite Delh
Submission Deadline: 03/28/2013 14:01:00 Response Status: New

Offers: 2 hits

Create Delete Copy Vendor Response Log

View [Standard View] Print Version Export Filter Settings

Offer Label	Plant	Shipping Point	Status	Prev. Offer
2000008018	OODS-WICHITA KS	SMONES CS-DES MONES IA	Pending	
2000008028	OODS-DUBUQUE IA	RIGERATION SERVICE	Pending	

Row 1 of 2

Constraints

Click on “Create”

Constraints -

Initial Back

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 03/28/2013 14:01:00 Response Status: New

Create Edit Delete Copy View

View [Standard View] Print Version Export Filter Settings

Constraint ID	No Cnst	Quantity	Order Unit	Plants	Products	Ship Points	Delivery Dates
---------------	---------	----------	------------	--------	----------	-------------	----------------

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Examples of entered constraints are provided on page 26-28. If no constraints, click on the “No Constraints” box.

Constraint Details

Capacity: 20 TRK No Constraints

Plant: 0001130951 -WICHITA KS

Product: POTATO BULK FOR PROCESS DEHY

Ship Point:

Delivery Dates: 03/16/2013 to 03/31/2013
04/01/2013 to 04/15/2013
04/16/2013 to 04/30/2013
05/01/2013 to 05/15/2013

Cancel Create

Enter the maximum capacity in the “Capacity” field, be mindful of the unit (TRK/LB/CS)

Entering a “0” indicates NOTHING to be awarded

At least ONE thing must be selected in each field that has data, depending on the solicitation there may not be delivery dates to select from

If there is only one option, you must click on it so it turns blue

To select multiple items in a field Hold “Ctrl” or “Shift” key while selecting

After all information is entered/selected then click “Create”

The information just entered will be displayed on the constraints page. If additional constraints need to be entered click “Create”. After all constraints have been entered click on “Back”

Admin Reports Help

Bid Management Maintain Organization

Constraints

Initial Back

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 03/28/2013 14:01:00 Response Status: New

Create Edit Delete Copy View

Constraint ID	No Cnst	Quantity	Order Unit	Plants	Products	Ship Points	Delivery Dates
7000004411-000-001		20.000	TRK	D FOODS-WICHITA	POTATO BULK FOR PROCESS DEHY :	D/DESMOINES CS-DES	04/16/2013 to 04/30/2013 ,

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Example 1: Company has a maximum constraint of 20 trucks for a particular delivery period

In this example there are several delivery periods, however the company will be awarded no more than 20 trucks during 4/16/13 through 4/30/13.

If an offer was entered on other delivery periods then a new constraint would need to be entered. Otherwise, not specifying a constraint (leaving blank) would indicate to USDA that the company has **NO** constraint requirements for a given plant, product, ship point, or delivery date. Thus, the company could potentially be awarded product for any plant, product, ship point, or delivery date where a constraint is not entered and an offer was submitted

The screenshot shows the 'Constraint Details' form. The 'Capacity' field is set to '20' and is highlighted with a red box. The 'Plant' field is '0001130951 - FOODS-WICHITA KS'. The 'Product' field is 'POTATO BULK FOR PROCESS DEHY'. The 'Ship Point' field is 'W/DESMOINES CS-DES MOINES IA'. The 'Delivery Dates' field is a list box with four options: '03/16/2013 to 03/31/2013', '04/01/2013 to 04/15/2013', '04/16/2013 to 04/30/2013' (highlighted with a red box), and '05/01/2013 to 05/15/2013'. At the bottom are 'Cancel' and 'Create' buttons.

Example 2: Company has a maximum constraint of 10 trucks for all delivery periods on solicitation

Constraints were created using a capacity of “10” and selecting **ALL** delivery dates. Thus, indicating that the company is able to produce and ship in any of the delivery periods, however not more than 10 trucks should be awarded across all delivery periods

The screenshot shows the 'Constraint Details' form. The 'Capacity' field is set to '10' and is highlighted with a red box. The 'Plant' field is '0001130951 - FARMLAND FOODS-WICHITA KS'. The 'Product' field is 'POTATO BULK FOR PROCESS DEHY'. The 'Ship Point' field is 'FARMLAND/DESMOINES CS-DES MOINES IA'. The 'Delivery Dates' field is a list box with four options: '03/16/2013 to 03/31/2013', '04/01/2013 to 04/15/2013', '04/16/2013 to 04/30/2013', and '05/01/2013 to 05/15/2013'. The entire list box is highlighted with a red box. At the bottom are 'Cancel' and 'Create' buttons.

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Example 3: Vendor has a maximum constraint of 5 trucks for all delivery periods AND a maximum constraint of 2 trucks per delivery period

A total of 4 constraints will need to be created for this example:

The screenshot shows the 'Constraint Details' form with the following values: Capacity: 5, TRK checkbox checked, No Constraints checkbox unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, 05/01/2013 to 05/15/2013. At the bottom are 'Cancel' and 'Create' buttons.

1) Enter “5” in capacity box, select plant/product/ship point, and select **all** delivery periods

The screenshot shows the 'Constraint Details' form with the following values: Capacity: 2, TRK checkbox checked, No Constraints checkbox unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, 05/01/2013 to 05/15/2013. At the bottom are 'Cancel' and 'Create' buttons.

2) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 4/1/13 to 4/15/13

The screenshot shows the 'Constraint Details' form with the following values: Capacity: 2, TRK checkbox checked, No Constraints checkbox unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, 05/01/2013 to 05/15/2013. At the bottom are 'Cancel' and 'Create' buttons.

3) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 4/16/13 to 4/30/13

The screenshot shows the 'Constraint Details' form with the following values: Capacity: 2, TRK checkbox checked, No Constraints checkbox unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, 05/01/2013 to 05/15/2013. At the bottom are 'Cancel' and 'Create' buttons.

4) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 5/1/13 to 5/15/13

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Notice that 4 constraints are now displayed. This indicates that the company is able to produce and ship 2 truckloads per selected delivery period but no more than 5 truckloads total

[Initial](#) [Back](#)

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0004 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 04/05/2013 14:01:00 Response Status: New

Create Edit Delete Copy View

View [Standard View] Print Version Export Filter Settings

Constraint ID	No Cnst	Quantity	Order Unit	Plants	Products	Ship Points	Delivery Dates
7000004413-003-003		5.000	TRK	FOODS-WICHITA KS	POTATO BULK FOR PROCESS DEHY :	DES MOINES IA,	03/16/2013 to 03/31/2013 , 04/01/2013 to 04/15/2013 , 04/16/2013 to 04/30/2013 , 05/01/2013 to 05/15/2013 ,
7000004413-003-004		2.000	TRK	FOODS-WICHITA KS	POTATO BULK FOR PROCESS DEHY :	/DES MOINES CS-DES MOINES IA,	04/01/2013 to 04/15/2013 ,
7000004413-003-005		2.000	TRK	FOODS-WICHITA KS	POTATO BULK FOR PROCESS DEHY :	/DES MOINES CS-DES MOINES IA,	04/16/2013 to 04/30/2013 ,
7000004413-003-006		2.000	TRK	FOODS-WICHITA KS	POTATO BULK FOR PROCESS DEHY :	/DES MOINES CS-DES MOINES IA,	05/01/2013 to 05/15/2013 ,

When all constraints have been entered click “Back” on the constraints screen to go back to the **Offer** screen

Click on “Refresh”

Notice, an “X” will appear in the “C” column, indicating that there are constraints. (Enter constraints for other plants now, if applicable)

Offers [Back](#) [Refresh](#)

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0003 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 03/28/2013 14:01:00 Response Status: New

Offers: 2 hits

Create Delete Copy Vendor Response Log

View [Standard View] Print Version Export Filter Settings

Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000008018		FOODS-WICHITA KS	/DES MOINES CS-DES MOINES IA	X		Pending
3000008028		FOODS-DUBUQUE IA	REFRIGERATION SERVICE			Pending

Row 1 of 2

[Constraints](#)

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Click on “Back” to return to the Vendor Response Page

The screenshot shows the 'Offers' page. At the top, there are tabs for 'Admin', 'Reports', and 'Help'. Below them is a breadcrumb trail: 'Bid Management > Maintain Organization'. The main heading is 'Offers -'. Below this heading are three buttons: 'Init', 'Back' (highlighted with a red box), and 'Refresh'. The 'Invitation' section shows details: Invitation: 2000003537, Name: AG-FDRB-S-13-0009-P0003, Type: Dom Commodity Inv, Subtype: Defin, Submission Deadline: 03/28/2013 14:01:00, Response Status: New. The 'Offers: 1 hits' section shows a table with one row. The table has columns: Offer Number, Offer Label, Plant, Shipping Point, C, Prev. Offer, and Status. The row contains: 3000008016, DS-WICHITA KS, 3MOINES CS-DES MOINES IA, X, Pending. At the bottom, there is a 'Constraints' button.

Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000008016		DS-WICHITA KS	3MOINES CS-DES MOINES IA	X		Pending

Click “Check” on Vendor Response Page

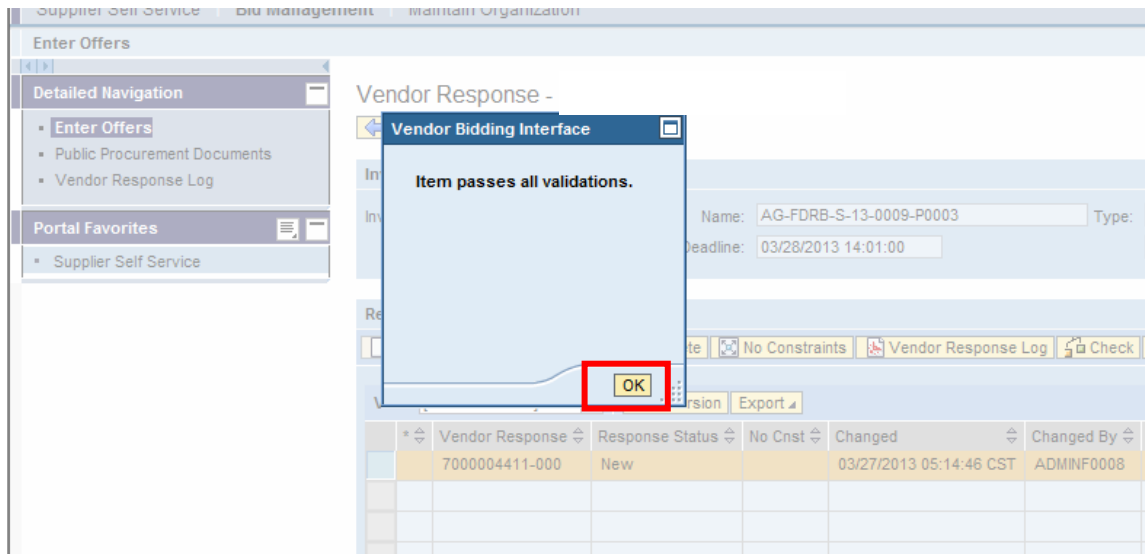
The screenshot shows the 'Vendor Response' page. On the left, there is a 'Detailed Navigation' menu with 'Enter Offers' selected. The main heading is 'Vendor Response -'. Below this heading are three buttons: 'Back', 'Refresh', and 'Check' (highlighted with a red box). The 'Invitation' section shows details: Invitation: 2000003537, Name: AG-FDRB-S-13-0009-P0003, Type: Dom Commodity Inv, Subtype: Central Time (Dallas), Submission Deadline: 03/28/2013 14:01:00. The 'Response: 1 hits' section shows a table with one row. The table has columns: Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The row contains: 7000004411-000, New, 03/27/2013 05:14:46 CST, ADMINF0008, 00/00/0000 00:00:00 CST. At the bottom, there is an 'Offers' button.

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000004411-000	New		03/27/2013 05:14:46 CST	ADMINF0008	00/00/0000 00:00:00 CST	

Submitting an Offer on Invitation for Bid Solicitations

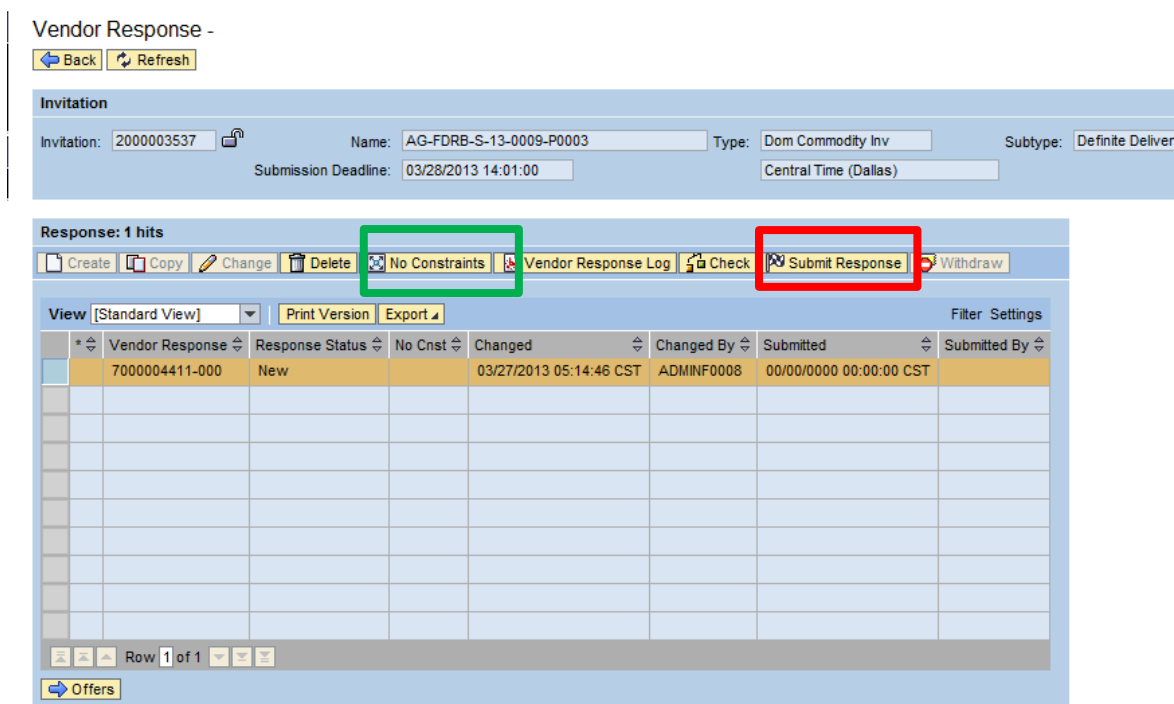
July 22, 2014

A pop-up will display, click on “OK” to close the box



Note: If a vendor is willing to produce all of the product under the solicitation and does not want to enter a constraint, click on the “**No Constraints**” button. However, if a vendor has created constraints under this offer, by clicking the “No Constraints” button, it will delete all previously entered constraints.

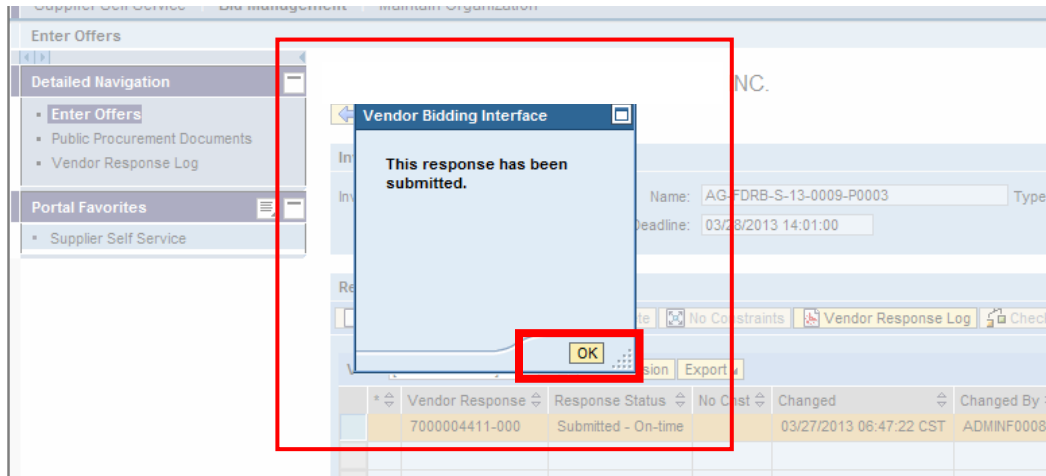
Click on “Submit Response” This step will submit the offer to the USDA for review after bid closing



Submitting an Offer on Invitation for Bid Solicitations

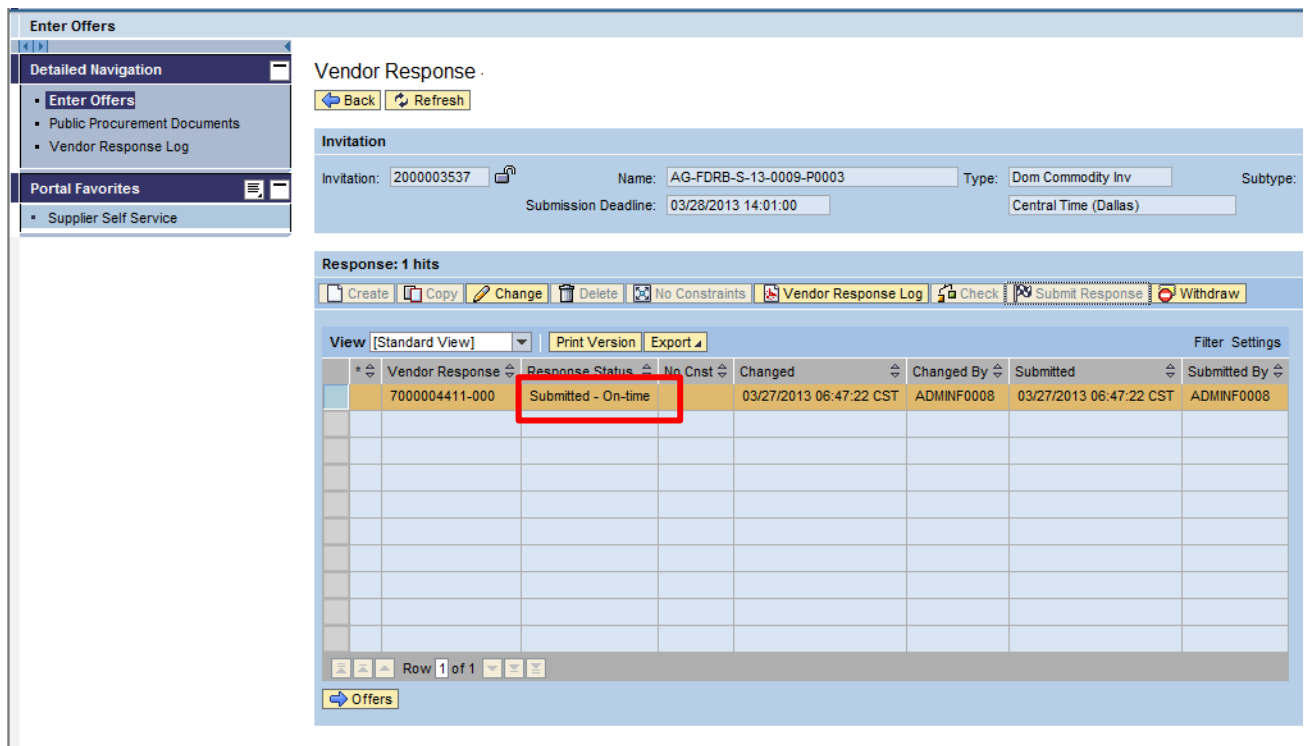
July 22, 2014

A pop-up message will confirm the submission. Click on “OK” to close the box



The response status should indicate “Submitted – On-time”

Note: An offer can always be edited, changed, withdrawn, or modified prior to bid closing



Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Reviewing a Submitted Offer: To review the offer submitted click on “Vendor Response Log”

Vendor Response - F

Back Refresh

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0004 Type: Dom Commodity Inv Subtype: Def
Submission Deadline: 04/05/2013 14:01:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints **Vendor Response Log** Check Submit Response Withdraw

View [Standard View] Print Version Export Filter Settings

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000004413-000	Submitted - On-time		04/02/2013 06:02:56 CST	ADMINF0008	04/02/2013 06:02:56 CST	ADMINF0008

Row 1 of 1

Offers

A pop-up displays of the vendor response overview

Vendor Response Overview

Date Submitted: 04/02/2013 06:02:56 CST
Submitted By: ADMINF0008 - Farmland Admin
Date Submitted: 04/02/2013 06:02:56 CST
Submitted By: ADMINF0008 - Farmland Admin

Solicitation Information

Description: AG-FDRB-S-13-0009-P0004
Number: 2000003537
Vendor Response: 7000004413-000
Response Status: Submitted - On-time

Vendor Contact Information

Tel: 816-243-2824
Fax:

Response Details:

Response #	Vendor Plant	Shipping Point/ Freight Agency
	FARMLAND FOODS-WICHITA KS 2323 S. SHERIDAN WICHITA, KS-67213-0277	FARMLAND/DES MOINES CS-DES MOINES IA 4770 N.E. 17TH COURT DES MOINES, IA50313-2814
	FARMLAND FOODS-DUBUQUE IA 701 E. 16TH ST DUBUQUE, IA-52004-0000	MILLARD REFRIGERATION SERVICE 1650 EAST MADISON DES MOINES, IA50313-3930

	Ability One	SDVOSB	8(a)	Small	HubZone	Large
At Submission	No	No	No	No	No	Yes

Unknown Zone | Protected Mode: Off

Bid Status should show Submitted - On-time

This will display date submitted, Solicitation #, plant, shipping point, business data (from SAM), constraints entered, attribute questions, file names of the documents uploaded, and prices entered

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Changing an Offer after Submitting: If any changes need to be made after an offer has been submitted click on “Change”

The screenshot shows the 'Vendor Response' interface. On the left is a navigation pane with 'Enter Offers' selected. The main area displays invitation details: Invitation: 2000003537, Name: AG-FDRB-S-13-0009-P0004, Type: Dom Commodity Inv, Subtype: Definite Delivery, Submission Deadline: 04/05/2013 14:01:00, Central Time (Dallas). Below this, it says 'Response: 1 hits'. A toolbar contains buttons: Create, Copy, Change (highlighted with a red box), Delete, No Constraints, Vendor Response Log, Check, Submit Response, and Withdraw. A table shows one response:

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000004413-000	Submitted - On-time		04/02/2013 06:02:56 CST	ADMINF0008	04/02/2013 06:02:56 CST	ADMINF0008

At the bottom, it says 'Row 1 of 1' and there is an 'Offers' button.

Notice that two responses are now displayed, one status shows “Submitted- On- Time” and the other status shows “New”

Click on the box to the left of the “New” vendor response number (row will be highlighted in yellow) Click on “Offers”

The screenshot shows the 'Vendor Response' interface with two responses. The 'Change' button in the toolbar is still highlighted. The table now has two rows:

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000004413-000	Submitted - On-time		04/02/2013 06:02:56 CST	ADMINF0008	04/02/2013 06:02:56 CST	ADMINF0008
7000004413-001	New		04/02/2013 06:14:49 CST	ADMINF0008	00/00/0000 00:00:00 CST	

A blue arrow points to the box to the left of the 'New' response number. At the bottom, the 'Offers' button is highlighted with a red box. It says 'Row 1 of 2'.

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Click on the hyperlink offer number that you would like to change and follow procedures on page 20

Offers - INN FOODS, INC.

[Initial](#) [Back](#) [Refresh](#)

Invitation: 2100000266 Name: AG-LCKD-S-14-0013-P0003 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 07/31/2014 13:00:00 Response Status: New

Offers: 2 hits

[Create](#) [Delete](#) [Copy](#) [Vendor Response Log](#)

View: [Standard View] Print Version Export

	Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
<input checked="" type="checkbox"/>	3000022535		INN/SMITH FROZEN FOODS-WESTON OR	INN/GARRETTE PACKING-MILTON FREEWATER OR	X	3000022533	Pending
<input type="checkbox"/>	3000022536		INN/ANACAPA FOODS-OXNARD CA	INN/WM BOLTHOUSE/AMERICOLD-PASCO WA		3000022534	Pending

Note: When submitting the final offer, the “New” offer line should be highlighted in yellow before clicking on submit

After offer is submitted, the status of the first offer has changed to “Historical” and the updated offer shows a status of “Submitted – On-time”

Enter Offers

Detailed Navigation

- Enter Offers
- Public Procurement Documents
- Vendor Response Log

Portal Favorites

- Supplier Self Service

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0004 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 04/05/2013 14:01:00 Central Time (Dallas)

Response: 2 hits

[Create](#) [Copy](#) [Change](#) [Delete](#) [No Constraints](#) [Vendor Response Log](#) [Check](#) [Submit Response](#) [Withdraw](#)

View: [Standard View] Print Version Export

	Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
<input checked="" type="checkbox"/>	7000004413-000	Historical		04/02/2013 08:30:18 CST	ADMINF0008	04/02/2013 06:02:56 CST	ADMINF0008
<input type="checkbox"/>	7000004413-001	Submitted - On-time		04/02/2013 08:30:16 CST	ADMINF0008	04/02/2013 08:30:16 CST	ADMINF0008

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

Withdrawing a Submitted Offer: To withdraw an offer that has been “Submitted - On-time”, click on “Withdraw”

Enter Offers | Back Forward

Detailed Navigation

- Enter Offers
- Public Procurement Document
- Vendor Response Log

Portal Favorites

- Supplier Self Service

Vendor Response - FA

Back Refresh

Invitation

Invitation: 2000003546 Name: AG-FDRB-S-13-0016-P0002 Type: Dom Commodity Inv
Submission Deadline: 05/07/2013 09:00:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View [Standard View] Print Version Export Filter Settings

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
X 7000004437-000	Submitted - On-time		04/22/2013 05:11:15 CST	ADMINF0008	04/22/2013 05:11:15 CST	ADMINF0008

Row 1 of 1

Note: Marked responses include offers that must be updated as the bid invitation has been modified since the offer was updated.

Offers

The Offer is now displayed in New Status

Note: Changes can be made to this offer and it can be resubmitted prior to bid closing

Enter Offers | Back Forward

Detailed Navigation

- Enter Offers
- Public Procurement Document
- Vendor Response Log

Portal Favorites

- Supplier Self Service

Vendor Response -

Back Refresh

Invitation

Invitation: 2000003546 Name: AG-FDRB-S-13-0016-P0002 Type: Dom Commodity Inv
Submission Deadline: 05/07/2013 09:00:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View [Standard View] Print Version Export Filter Settings

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
X 7000004437-000	New	X	05/06/2013 11:58:23 CST	ADMINF0008	00/00/0000 00:00:00 CST	

Row 1 of 1

Offers

Submitting an Offer on Invitation for Bid Solicitations

July 22, 2014

NOTE: USDA highly recommends saving the vendor response log to show the status of the vendor response, which should show "Submitted on Time"

BIDLOGREPORT_2100000266.PDF - Adobe Acrobat Pro

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S11

Vendor Response Overview	Solicitation Information
Date Submitted 07/21/2014 11:15:11 EST	Description AG-LCKD-S-14-0013-P0003
Submitted By ADMIN3I0001 - QAS-Inn Adminthree	Number 2100000266
Date Changed 07/21/2014 11:15:11 EST	Response Status Submitted - On-time
Changed By ADMIN3I0001 - QAS-Inn Adminthree	

Vendor Information	Vendor Contact Information
INN FOODS, INC. 310 WALKER ST WATSONVILLE CA- 95076-2309	Tel :831-761-7516 Fax :831-728-5720

Offer Response Details:

Offer Response #	Vendor Plant	Shipping Point/ Freight Agency
3000022533	INN/SMITH FROZEN FOODS-WESTON OR DEPOT STREET WESTON, OR-97886-0000	INN/GARRETTE PACKING-MILTON FREEWATER OR 11 N.W. 4TH AVENUE MILTON FREEWATER, OR97862-1901
3000022534	INN/ANACAPA FOODS-OXNARD CA 4300 ETING ROAD OXNARD, CA-93033-5900	INN/WM BOLTHOUSE/AMERICOLD-PASCO WA 5805 INDUSTRIAL WAY PASCO, WA99301-9388